

# NMTEACH: STUDENT ROSTER FAQ'S

## Why am I missing students on my roster?/

## Why are there students I didn't teach on my roster?

The information contained in your student roster was reported to the Public Education Department (PED) through your district via STARS and then verified via the Accuroster system. Students are linked to a teacher when they are reported by a district at the 40day, 80day, and 120day reporting periods.

## Whom should I contact regarding information on my roster?

Teachers should first contact their building administrator who can then work with the district's data team (typically the STARS coordinator) to answer any questions about information on their student roster. In most cases, districts have worked with schools and teachers throughout the school year to appropriately report student rosters to PED. Roster verification is at the discretion of the district within the rules and procedures provided by the PED.

## Can my roster be amended?

Districts will have the opportunity to review and update student rosters later this summer to ensure accuracy. Every student should be included on a roster.

## Is there guidance to help me understand how to read and interpret the information on my roster?

Yes, the PED has developed a companion resource to help you understand the information on your student roster.

Click [here](#) to access the Teacher Roster Report Guide.

## Whom should I contact if I am having difficulty logging-in to the system to view my student roster?

If you are having this problem, please send an email to [ipd@unm.edu](mailto:ipd@unm.edu).

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